UNITED STATES GOVERNMENT

2-Way Memo

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):
Use brief, informal language.
Conserve space.
Forward original and one copy.

RECEIVER (*Replier to message*):
Reply below the message, keep one copy, return one copy.

Subject: VIP Parking Lot, 10 August 1983

To : Chief, Headquarters Security Branch, PSD/OS

DATE OF MESSAGE 9 August 1983	ROUTING SYMBOL
SIGNATURE OF ORIGINATOR [redacted]	
Secretary to D/ODP	[redacted]

STAT

STAT

FOLD

MESSAGE

1. Listed below is a visitor coming to HQS BLDG for a meeting with the D/ODP on Wednesday, 10 August 1983 at 2:00 PM in Room 2D00.

STIRLING, Julianne.....DELTAK

2. PARKING: VIP Visitor Lot in front of main entrance.

3. Thank you.

REPLY

PURPOSE OF MTG: "Training and Training Firm Contract"

[redacted]

STAT

Dist:
Orig - C/HSB/PSD/OS
1 - O/D/ODP/SECURITY/General
1 - O/D/ODP/LIAISON/Asst to Private Ind./DELTAK

From :

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

3. RETAINED BY ORIGINATOR

OPTIONAL FORM 27 (Rev. 7-81)
GSA FPMR (41 CFR) 1 6
NSN 7540-00-0 147

5027 107

GUIDES TO SIMPLIFIED INFORMAL CORRESPONDENCE

The cost to create a typical Government letter rises every year, as well as the cost to file and to dispose of it. Informal communication resulting from the use of Optional Form 27, 2-WAY MEMO, can reduce these costs substantially.

Experienced letterwriters have observed the following about Government correspondence practices.

The bulk of correspondence is conducted within the governmental family between offices whose day-to-day relationships could permit simple, informal written communication.

Many written communications are for immediate action, are routine in nature (such as requests for information or services), and do not require copies for distribution.

Many written communications are less than a dozen lines in length.

PRINCIPLES INVOLVED

1. When agencies issue instructions encouraging the use of memoranda and informal correspondence within the agency, there is a noticeable drop in the communications effort and in the time required to respond to a request, as well as a reduction of useless copies in file. Examining the two types of correspondence shows that formal correspondence has certain drawbacks:

a. Formal correspondence is usually more wordy because of salutations, introductory paragraphs, complimentary closings, etc. It becomes a difficult writing chore because of continual polishing and editing.

b. Formal correspondence typically calls for more reviews, resulting in many rewrites and retypes, and for excessive time-in-shop.

c. Formal correspondence goes through stricter clearance channels, and frequently makes communication between "opposite numbers" very difficult.

2. In many cases, the best reply is an informal endorsement on an incoming letter. Optional Form 27, 2-WAY MEMO, takes advantage of this principle.

PRACTICAL PURPOSES SERVED BY 2-WAY MEMO

1. The message and the reply are placed on the same page in brief, informal language. This simplifies writing, handling, storing, and disposing of short communications.

2. The message may be prepared by typewriter or by hand; the reply may be by typewriter, by hand, or by rubber stamp.

3. It is possible to achieve a greater delegation of signing authority with the 2-WAY MEMO because of its informal nature.

4. The 2-WAY MEMO may be designated for special handling. It may be marked URGENT if exceptional speed is required. It may be stamped for special mailing services. It may be used for classified material if it is marked with the proper security classification.

5. The "TO" line and the "FROM" line are so placed that the 2-WAY MEMO may be sent in a window envelope and returned in a window envelope, if desired.

6. The 2-WAY MEMO is particularly well suited for communication between "opposite numbers" within one agency or in different agencies.

The above guides have been prepared by the Office of Records and Information Management, National Archives and Records Service, General Services Administration.